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To: Sypniewski, Bruce [sypniewski.bruce@epa.gov]
Subject: Regional Roundup
Attachments: Dell-Latitude-5300-2-in-1-Spec-Sheet.pdf; 2020 Hatch Act.pptx; EPA R5 Green Purchasing.pdf; FOH Flu Shot Screening and Acknowledgement Form.pdf

HATCH ACT TRAINING FOLLOW UP

Attendance and engagement in the Hatch Act trainings was well received. Attached is the PowerPoint deck used in the trainings and here is a [link](#) to the recording of the October 8 presentation. The courses generated great discussion and a few questions that required follow up:

- **At what point does a nonpartisan campaign become partisan? Can a candidate in a nonpartisan election intentionally inject partisan politics into the campaign to prevent a federal employee from running?**

Usually a nonpartisan election is designated as such by state or local law. The law, however, creates only a rebuttable presumption that an election is nonpartisan. No bright-line rule exists that identifies the type or amount of conduct (either by the candidate or party) needed to prove that a statutorily designated nonpartisan election became a partisan one. The ultimate answer rests on the totality of the circumstances. For instance, a nonpartisan election could become partisan if one of the candidates were to: participate in and win a party caucus; hold himself out as having the party's political support by advertising this in his speeches, flyers or mailings; seek and advertise the political party's endorsement; or receive party support in the form of funding, supplies (e.g., wooden stakes for signs, bulk mail permit), campaign volunteers, campaign publications (e.g., flyers, posters) or use of party headquarters. The foregoing list is illustrative only and other facts may be relevant to determining if a nonpartisan campaign has become partisan. Here is an [OSC advisory opinion](#) on the question.

- **Can a lesser restricted employee invite others to volunteer for the campaign of a candidate in a partisan election, or on behalf of a political party or partisan political group?**

Yes, a lesser restricted employee may invite others to volunteer for the campaign of a candidate in a partisan election, or on behalf of a political party or partisan political group? Click [here](#) to go to OGC/Ethics' Hatch Act SharePoint site, then scroll down to the "Hatch Act Chart Sept 2020" in the reference section of the page.

If you have Hatch Act or ethics questions, contact the regional ethics attorney, Ann Coyle, at coyle.ann@epa.gov.

SCIENTIFIC INTEGRITY RESOURCES

Do you know about EPA's [Scientific Integrity Policy](#)? EPA's Scientific Integrity Official, Francesca Grifo, has just announced an additional resource. The "[Approaches for Expressing and Resolving Differing Scientific Opinions \(DSO\)](#)" document has been published on EPA's intranet and will soon be live on the internet, along with an accompanying factsheet. Francesca welcomes Scientific Integrity questions and concerns during her office hours on Wednesdays from 10:30 to 12:30 Chicago time.

You can also reach Francesca anytime by email (grifo.francesca@epa.gov) and or by phone at 202-657-8575. R5's Deputy Scientific Integrity Official, Carole Braverman (braverman.carole@epa.gov), is also happy to answer questions.

REMINDER: FLU SHOTS ARE NOW AVAILABLE FROM FOH

In preparation for the 2020/2021 flu season, the Federal Occupational Health (FOH) Clinic in the Metcalfe Building will be administering flu shots to all employees **by appointment only**. No flu shots will be given on a walk-in bases, there will be no exceptions. Please call 312-353-8785 or email Katherine.erdman@foh.hhs.gov to schedule your appointment. Before you call or email, please have a few dates in mind that work for your schedule (most availability will be after 1:00 p.m.). ***All employees must have the correct Client Acknowledgement form completed prior to receiving a vaccination. The form is attached and may be submitted to the nurse electronically in advance or in person upon arrival.***

A few things to know before your scheduled appointment to get your flu shot:

- COVID-19 related screening questions will be asked prior to flu shot administration;
- Temperatures will be checked in the ear prior to flu shot administration;
- If you have had known close contact with a positive COVID-19 case within the two weeks prior to your flu shot appointment, you will be asked to wait an additional two weeks before receiving your flu shot;
- Face coverings must be worn;
- This year's flu vaccine will not protect against COVID-19;
- The attached form must be filled out prior to receiving a flu shot;
- Wear short sleeves, or clothing in which your upper arm is accessible;
- Flu vaccines will only be provided for EPA employees. Contractors and SEEs are not eligible to receive a flu vaccine through FOH.

Attachment: The attachment, *FOH Flu Shot Screening and Acknowledgement Form*, must be completed prior to receiving the shot. It may be submitted electronically or printed (double sided) and brought with you to the appointment. The FOH nurse can provide details about this year's vaccine or answer any questions you may have.

Out-stationed employees: Please contact your local FOH clinic from the following list for flu shot availability:

Akron, OH	(330) 375-5734
Cleveland, OH	(216) 522-4440
Detroit, MI	(313) 226-7697

Questions: Please contact Region 5's safety office by phone or email:

John Glover: glover.john@epa.gov 312-886-5301
Becky Iversen: iversen.rebecca@epa.gov 312-886-5928
Shanna Horvatin: Horvatin.shanna@epa.gov 312-886-7887)

R5 BADGE OFFICE (PIV/ID CARD) SERVICES IN CHICAGO AREA

Region 5's Badge Office in the Metcalfe Building is physically open Tuesday mornings by appointment for services such as:

- Issuance of PIV cards (EPA ID) for new employees and staff, or issuance of replacement cards for existing staff;
- PIN resets for PIV cards in order to restore "logical access" to the LAN;
- Issuance of temporary ID/keycards for staff such as interns who have been cleared but will work less than six consecutive months; and
- Assistance with keycard access to the EPA occupied spaces at the Metcalfe Building, Chicago Regional Laboratory, and the COOP/Warehouse complex in Willowbrook, IL.

To arrange a badge office service or to inquire about any PIV/keycard need, please contact our Physical Security Specialist, Lisa Farmby, at 312-886-2505 or Ron Jarmon, R5 contractor, at 312-886-0931.

As employees begin to return to work in the Metcalfe Building, GSA has received an influx of credentialing enrollment requests for turnstile access typically from individuals with new or recently replaced PIV cards. To accommodate this demand, GSA's Metcalfe Property Management Office is available to assist in providing PIV card enrollments on Wednesdays and has continued the arrangements with their JCK and Clark Street Offices to assist Tuesdays and Thursdays (subject to change). Until further notice, PIV card enrollment requests for turnstile / building access must be scheduled in advance per the guidelines below:

- Contact the Lisa Farmby or Ron Jarmon, or MSD-ESB's Work Environment Team by calling 312-353-6152 or emailing R5 Metcalfe Facility Help, to initiate an appointment with GSA for turnstile or any higher-level access needs (e.g., after-hours via the pedestrian doorway, freight elevator, bike access, etc.);
- Appointments with GSA are currently available Tuesday-Thursday each week and an email confirming the appointment will be sent to the requester by the GSA; and
- The requestor must arrive at the designated location on time, and once enrolled immediate access will occur.

Anyone reporting to a GSA badge office without an appointment confirmed by the GSA Metcalfe Property Management Office will be turned away and directed to contact their authorized agency requesters. GSA will make every effort to accommodate requests as soon as possible.

EXTENDED WAIT TIMES AT GSA'S TURNSTILES AND KEYCARD READERS

For the past several years and nationally, EPA has been using GSA's USAccess system to manage and issue PIV cards (EPA ID) to staff. Please be advised that GSA has made recent changes to this system, so in turn their nationwide keycard reader system has been updated to ensure all different card types can communicate effectively with building card readers and then to the server. This permanent change has resulted in longer wait times for PIV cards to be read and to receive an access decision at all GSA readers and turnstiles throughout the Metcalfe Federal Building. GSA asks that tenants remain patient during this process **as it may take up to six seconds for an access decision. Removing a PIV card from a reader will reset the wait time.** NOTE: The card readers on each EPA occupied floor of the Metcalf Building and to the entry of the Chicago Regional Laboratory are owned and operated by EPA and are not impacted by this change.

FY2020 CASH AND/OR TIME OFF AWARDS RECIPIENTS

In order to comply with the July 2020 Collective Bargaining Agreement (CBA) between U.S. EPA and AFGE, ARTICLE 10, Section 3. E. which states;

Employee awards information, including names, award types and dollar amounts will be provided to the National union on a quarterly basis. Such information will be electronically sortable by organization and location. This data will be treated by the union in a confidential manner. At least annually, each organization will electronically publish the names of award recipients and the types of awards they received.

The Region 5 Awards SharePoint has been reconfigured to provide the information required by the CBA.

Should you have any questions regarding the above, please contact Wendell Sioco at sioco.wendell@epa.gov.

EARLY TIME AND ATTENDANCE CLOSEOUT FOR CURRENT PAY PERIOD

Due to the extensive number of Agency employees on telework, and the remote network VPN login and availability issues impacting People Plus, OCFO is again instituting an early closeout for time and attendance for the current pay period ending October 24, 2020.

- Any corrected timecards for *previous* pay periods must be approved by supervisors/managers on Tuesday, October 20, 2020.
- ***All timecards must be attested and submitted in PeoplePlus by close of business Wednesday, October 21, 2020.***
- All timecards for the *current* pay period must be approved by supervisors/managers in PeoplePlus no later than Thursday, October 22, 2020.
- Employees should not modify their timecard until notified that it is okay to make changes by their timekeeper or supervisor.
- Time Recording Code (TRC) guidance by Phase is illustrated in the following table:

Phase	TRC and Explanation
Phases 0 or 1	Telework Regular – TREGW - For use by employees who have regular telework days as part of their normal schedules. Regular Telework should be coded on your timecard.
	Telework Unscheduled – TWUSH - For use by agency employees in locations with maximum telework flexibility <i>still in place</i> (i.e., reopening Phases 0 or 1) and working unscheduled telework as a result of Coronavirus/COVID-19.
	Telework Medical Regular – TMREG - For use by employees under an approved Medical Regular telework agreement. <i>Only employees with a supervisor-approved medical telework agreement on file may use this code.</i>
	Telework Reasonable Accommodation – TWRAC - For use by employees under an approved Reasonable Accommodation telework agreement. <i>Only employees with an approved reasonable accommodation telework agreement on file may use this code.</i>
Phase 2	Telework Regular – TREGW - For use by employees who have regular telework days as part of their normal schedules. Regular Telework should be coded on your timecard.
	Telework Episodic/Situational – TWEHR - For use by employees in agency locations with expanded telework flexibility in place (i.e., Phase 2 or higher) and the telework isn't regular, medical or a reasonable accommodation.
	Telework Medical Regular – TMREG - For use by employees under an approved Medical Regular telework agreement. <i>Only employees with a supervisor-approved medical telework agreement on file may use this code.</i>

	Telework Reasonable Accommodation – TWRAC - For use by employees under an approved Reasonable Accommodation telework agreement. <i>Only employees with an approved reasonable accommodation telework agreement on file may use this code.</i>
Phase 3	Return to using regular TRCs
	Telework Episodic/Situational – TWEHR - For use by employees in agency locations with expanded telework flexibility in place (i.e., Phase 2 or higher) and the telework isn't regular, medical or a reasonable accommodation.

CONTACTLESS NEW LAPTOP DEPLOYMENT

IMB is proceeding with refreshing our laptop inventory with the new Dell Latitude 5300 2-in-1 laptops. In response to the current work situation, IMB has developed a “contactless” procedure for exchanging old laptops for new ones.

Am I due for a new laptop? If you have a laptop model Dell Latitude E6320, E6230, E7240 or E7250, you should check with your [PCDOC](#) to see if you are on the list for a replacement.

After you have verified with your PCDOC that your laptop is on the list for replacement, you are welcome to come into the office on your assigned cohort day to pick up your new laptop. The step-by-step process for the contactless deployment is as follows:

1. Contact your PCDOC and let them know that you would like to participate in the Contactless Deployment and the day that you are assigned to come into the office.
2. **Ensure that all of your data is in your OneDrive. If you need assistance verifying your OneDrive is synchronized, consult your PCDOC.** No data will be transferred from one machine to the other.
3. Your PCDOC will get you scheduled for the replacement and will let you know the date your machine will be available for pickup.
4. When picking up the new laptop, be sure to have the old laptop and its travel adaptor available for return.
5. On the day you are scheduled for pickup, the new laptop will be locked at your desk using a combination lock. You will receive further instructions via email or phone for unlocking the laptop.
6. Be sure to login to the laptop while you're in the office using your PIV Card to ensure that accounts are synced.
7. Please leave the old laptop and all accessories in your over-head shelf at your cubicle (or where appropriate) and send an email to 3-HELP with the subject line reading “Old Laptop Ready for Pickup.”
8. If you have any issues with the new laptop, contact the IT service desk 3-HELP using the [ServiceNow Self Service Portal](#) (for the quickest response), or by calling 312-353-HELP (4357) and leaving a message, or by emailing 3help.region5@epa.gov.

NATIONAL CYBERSECURITY AWARENESS MONTH

October is National Cybersecurity Awareness Month and EPA and this year's theme is, “Do Your Part – Be Cyber Smart.” Please be on the lookout for cybersecurity information throughout the month.

The current expanded telework situation adds additional considerations for cybersecurity. The Cybersecurity and Infrastructure Security Agency (CISA) has released telework tips for leaders, IT professionals, and teleworkers to keep the remote environment secure. An updated [Telework Essentials Toolkit](#) provides personalized recommendations for all members of a remote environment with links to telework resources to help meet the new cybersecurity challenges. The third page of the document, which can be accessed from the

link above, provides four action areas for teleworkers, with links to additional information. CISA asks that teleworkers maintain a secure home network. Workers are urged to make sure their personal networks are configured and hardened against attack and practice all security practices and policies put in place by their organization. The standard practice of avoiding opening email attachments or clicking links if teleworkers are unsure of the source are reinforced.

All workers who use Agencies systems are the first line of defense for cybersecurity attacks. Region 5 does a good job, as evidenced by our low rate of security incidents, of being vigilant about information security, but we all need to stay on top of it because the bad guys are constantly developing more sophisticated ways to pose risks.

GREEN PURCHASING IN REGION 5 - EVERYONE CAN MAKE A DIFFERENCE

Green purchasing reduces the negative impact on human health and the environment by choosing products that most effectively minimize the environmental impact in various parts of their lifecycle. Region 5's Environmental Management System (EMS) Sustainable Acquisition Team, with the help of OMS, has developed a 1-page guidance document on *Green Purchasing* for anyone who makes purchases on behalf of R5. Office supplies, electronics, appliances, etc., there is a green option for almost every product purchased. Whether you are a purchase card holder, an approving official, or a staff member requesting a purchase through a purchase card holder, you can make a difference! **Please review the attached file, *EPA R5 Green Purchasing*, and keep it handy for all future purchases. It provides everyone in the procurement chain with quick information and tools on how to buy green.**

If you have questions on Green Purchasing, please contact Natalie Topp topp.natalie@epa.gov or Becky Iversen iversen.rebecca@epa.gov.

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